

She's on Her Way

MINUTES

FEBRUARY 25, 2019

3:00 P.M.

CARVEL STATE OFFICE BUILDING

MEETING CALLED BY	Sherese Brewington-Carr, DCW subcommittee Chair
TYPE OF MEETING	Event Planning
FACILITATOR	Sherese Brewington-Carr
NOTE TAKER	Stella Harrison
TIMEKEEPER	
ATTENDEES	Sherese Brewington-Carr, Laura Burnett, Marian Palley, Melanie Ross Levin, Shaleah Sutton, and Carling Ryan

Agenda topics

FINALIZATION OF EVENT

DISCUSSION	The nomination process for selection has been completed and four women have been selected for the She's On Her Way award. Ticket sales began January 31, 2019 and ends February 21, 2019. There is more that needs to be done with promotion of the event. The vendor had not yet signed a contract, which needs to be completed by Friday, February 15, 2019. The Lt. Governor will be involved with the program and she will offer remarks.		
The schedule was discussed, and Melanie, Sherese, Marian, the Lt Governor and the First Lady will all have a part in the award portion. Nominators will also say a few words about the nominee. The timing of the program still needs to be decided. Discussion of using a poster board with pictures still has to be decided and the actual award still needs to be chosen.			
CONCLUSIONS	The event is on March 1, 2019. Vendor still needs to sign contract. Timing of program still needs to be addressed. Decision about poster board pictures still have to be made. The physical award that is to be given to the awardees still needs to be selected. Buena Vista is providing the following items. Projectors, beverages, round tables and white linens, silverware, napkins and plates. Buena Vista cannot provide center pieces for the event.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Melanie to contact Cherie on February 15, 2019 to see if vendor signed contract		Melanie Ross Levin	2/15/2019

Decision for timing of program	Melanie Ross Levin/Sherese Brewington-Carr	2/25/2019
Decision for Color of Awards	Committee	2/25/2019
Decision for Center pieces	Committee/Melanie	2/26/2019